



It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

CALIFORNIA STATE GOVERNMENT - An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, medical condition, religious or political affiliation, age or sexual orientation.

## DEPARTMENTAL PROMOTIONAL EXAMINATION FOR STATE AND CONSUMER SERVICES AGENCY DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING ASSOCIATE BUSINESS MANAGEMENT ANALYST

**FINAL FILING DATE:** May 5, 2006

**HOW TO APPLY:** Applications (Form 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.

Applications may be filed in person or by mail at:

Department of Fair Employment and Housing  
2218 Kausen Drive, Suite 100  
Elk Grove, CA 95758  
Attn: Testing Office

**SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

**SPECIAL TESTING:** If you have a disability and need special testing arrangements, mark the appropriate box in item 2 of the "Application for Examination." You will be contacted to make specific arrangements.

**SALARY RANGE:** \$4111.00 - 4997.00

**COMPETITION LIMITED TO STATE EMPLOYEES:** Applicants must have permanent civil service status with the State of California and have promotional examination eligibility with the Department of Fair Employment and Housing as of the final filing date.

### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

**NOTE:** All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Qualifying experience may be combined on a proportional basis if the requirements stated below include more than one pattern and are distinguished as either I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II may be admitted to the examination as meeting 100% of the overall experience requirement.

#### Either I

Six months of experience performing the duties of a Business Service Officer II (Specialist or Supervisor).

#### Or II

One year of experience performing the duties of (1) a Staff Services Analyst, Range C, or (2) a Business Service Officer I (Specialist or Supervisor). (Persons applying experience toward this pattern must have had a full-time assignment in California state service performing technical business services work.)

#### Or III

Three years of progressively responsible analytical experience above the trainee level in business or administrative services, budget, or management systems analysis, one year of which shall have included responsibility for conducting detailed analysis requiring the preparation and submission of findings with recommendations. Experience in the California state service applied toward this requirement must include one year performing analytical duties of a class comparable in level of responsibility to that of Staff Services Analyst, Range C.)

(Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

### THE POSITION

Under direction, to perform independently the more difficult, responsible and complex technical and analytical work in the business and administrative services area; to act as leadperson for lower level business services staff; and to do other related work. This class is differentiated from the Business Service Officer series in that positions perform analytical duties for the majority of the time, and typically also perform the more complex business services work. This class is differentiated from other Associate level analyst classes in that positions perform analytical duties relating to budgeting, management and administrative analysis requiring technical knowledge of business services functions. Analyzes and makes recommendations on varied management problems involved in directing business services activities; analyzes and develops the budgetary program and coordinates the preparation phases of the nonpersonnel services budget; develops and improves programs for the effective procurement and utilization of office space, communications systems, forms, supplies, equipment, and other property; evaluates and makes recommendations on requests for purchases of major items of new property or repair of existing property; prepares plans and specifications for building repair or alteration; negotiates contracts and leases for services and repairs; inspects and recommends acceptance of contracted building work; controls and reviews the processing of departmental contracts including line program contracts; establishes and operates a training program for lower level analysts; makes special administrative or research studies and recommends installation of new methods and procedures; prepares analysis of proposed legislation; conducts feasibility studies and systems analysis; prepares and revises rules and manuals of procedure; performs continuing studies in records management; prepares reports; and dictates correspondence.

**EXAMINATION INFORMATION:** This examination utilizes an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their applications. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to focus on the type of information that will be useful to the staff conducting the evaluation.

**In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.**

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**Scope:**

In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:
  - 1. Analysis methods.
  - 2. Principles and practices of governmental budgeting.
  - 3. Principles of organization and management.
  - 4. Principles and practices of policy formulation, property acquisition and management, contract administration, specification writing, financial record keeping, office layout, purchasing, building management, and personnel management and supervision.
- B. Ability to:
  - 1. Analyze situations and problems accurately and take effective course of action.
  - 2. Establish and maintain effective working relations with those contacted in the course of the work.
  - 3. Speak and write effectively.
  - 4. Interpret and apply laws, rules, standards, and procedures.
  - 5. Successfully negotiate agreements.
  - 6. Estimate future needs and cost of equipment, supplies and services, and prepare budgetary data on such needs.
  - 7. Plan and direct the work of others.

**ELIGIBLE LIST INFORMATION:** A departmental promotional eligible list will be established for the Department of Fair Employment and Housing, headquarters office only. The list will be abolished 24 months after it is established unless the needs of the Department and conditions of the list warrant a change in this period.

**Veterans** preference credit is not granted in promotional examinations.

### GENERAL INFORMATION

**It is the candidate's responsibility** to contact Human Resources at (916) 478-7227 three days prior to the written test date if he/she has not received his/her notice.

**For an examination without a written feature**, it is the candidate's responsibility to contact Human Resources at (916) 478/7227 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications are available** at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

**The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules, and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs, his/her plans for self-development, and the progress he/she has made in his/her efforts toward self-development.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete in promotional examinations. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental Human Resources offices or at the Information Counter of State Personnel Board offices.

**High School Equivalence:** Equivalency to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have an education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is the Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.  
California Relay (Telephone) Service for the Deaf or Hearing-Impaired: from TDD phones 1-800-735-2929, and from voice phone 1-800-735-2922.